

# Begin Taking Credit Classes at Frank Phillips College

## FPC Admissions Process for:

### General Students

Step One	Apply for admission	<a href="http://www.applytexas.org">www.applytexas.org</a>	Student will receive an Acceptance Letter from the Director of Admissions and Records that indicates all documents received and those missing. In addition, testing/assessment requirements will be noted. The letter also includes the student's portal user name and email login information.
Step Two 2 – A.	Provide appropriate transcripts to the Office of Admissions and Records	Students enrolling in college for the first time since high-school graduation need to provide an official high-school transcript, home-school transcript, or GED with the graduation date.	Students transferring from another institution of higher education need to provide official transcripts from ALL colleges attended regardless of credits earned.
2 – B.	Provide proof of residency if required	See Acceptable Residency Documentation Table Below	<p><b>A resident of the Borger Junior College District</b> is a student who resides within the Borger Junior College District and is not classified as a Non-Resident of Texas as explained in this section.</p> <p><b>A Non-resident (of a Taxing District)</b> is a student that neither resides within the Borger Junior College District or Ochiltree County nor is classified as a Non-resident of Texas.</p> <p><b>A resident of Ochiltree County</b> is a student who resides within Ochiltree County and is not classified as a Non-Resident of Texas as explained in this section.</p> <p><b>A Non-resident of Texas</b> is a student younger than 18 years of age who does not live with his or her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration or a student of 18 years of age or over who resides out of state or who has not been a resident of the state 12 months after his 18th birthday or for 12 months immediately preceding the date of registration.</p>
2 – C.	Provide proof of <a href="#">Bacterial Meningitis Vaccination</a> if applicable.	<p>The date of the vaccination must be at least 10 days prior to the first day of classes.</p> <p>Any student aged 22 or younger who is attending classes on a college campus must have a vaccination within the previous five years. Students may seek an exemption for reasons of conscience.</p>	<p><a href="#">Evidence of Vaccination against Bacterial Meningitis Form</a></p> <p><a href="#">Exemption from meningococcal Vaccination Requirements for Reasons of Conscience Form</a></p>

<b>Step Three</b>	<b>TSI Assessment as Required</b>	You may meet with an advisor (see Advisor table below) who can help you prepare for the TSI Assessment if you need to take it.	The cost is 10.00 per section (reading, writing, math), and you pay only for the section(s) you need to take. The cost of retesting is the same.
<b>Step Four</b>	<b>Meet with an advisor</b> (see Advisor table below)	Enroll for classes with an advisor.	
<b>Step Five</b>	<b>Pay for classes</b>	Log into the Student Portal and check the billing statement under "My Ledger."	To <b>pay online</b> , select "Credit Card."
			Choose <b>payment plan</b> by selecting "Credit Card" then "Click on Link to Start FACTS." A tutorial is available if needed, or student can follow directions on the page.
			<b>Pay by mail</b> with check or money order to:  Frank Phillips College Business Office P.O. Box 5118 Borger, Texas 79008
			<b>Pay in person</b> at Borger, Dalhart, or Perryton FPC locations.

## Dual-Credit Students

<b>Step One</b>	<b>Discuss options with high-school counselor</b>	Before you apply and begin taking classes, you must determine what classes are being offered for dual-credit at your high school.	Frank Phillips College determines acceptance of all students, including dual-credit students. However, the college requires permission from a high-school official for students to enroll to ensure that the high school is able to articulate the credit.
<b>Step Two</b>	<b>Apply for admission</b>	<a href="http://www.applytexas.org">www.applytexas.org</a>	Student will receive an Acceptance Letter from the Director of Admissions and Records that indicates all documents received and those missing. In addition, testing/assessment requirements will be noted. The letter also includes the student's portal user name and email login information.
<b>Step Three</b> <b>3 – A.</b>	<b>Provide appropriate transcripts to the Office of Admissions and Records</b>	High-school students must submit an official transcript of high-school credit. The graduation date will be blank until the student graduates.	

3 – B.	Provide proof of residency if required	See <b>Acceptable Residency Documentation Table</b> Below	<p><b>A resident of the Borger Junior College District</b> is a student who resides within the Borger Junior College District and is not classified as a Non-Resident of Texas as explained in this section.</p> <p><b>A Non-resident (of a Taxing District)</b> is a student that neither resides within the Borger Junior College District or Ochiltree County nor is classified as a Non-resident of Texas.</p> <p><b>A resident of Ochiltree County</b> is a student who resides within Ochiltree County and is not classified as a Non-Resident of Texas as explained in this section.</p> <p><b>A Non-resident of Texas</b> is a student younger than 18 years of age who does not live with his or her family and whose family resides in another state or whose family has not resided in Texas for the 12 months preceding the date of registration or a student of 18 years of age or over who resides out of state or who has not been a resident of the state 12 months after his 18th birthday or for 12 months immediately preceding the date of registration.</p>
3 – C.	Provide proof of <a href="#">Bacterial Meningitis Vaccination</a> if applicable.	<p>The date of the vaccination must be at least 10 days prior to the first day of classes.</p> <p>Any student aged 22 or younger <b>who is attending classes on a college campus</b> must have a vaccination within the previous five years. Students may seek an exemption for reasons of conscience.</p>	<p><a href="#">Evidence of Vaccination against Bacterial Meningitis Form</a></p> <p><a href="#">Exemption from meningococcal Vaccination Requirements for Reasons of Conscience Form</a></p>
Step Four	TSI Assessment as Required	You may meet with an advisor (see Advisor table below) who can help you prepare for the TSI Assessment if you need to take it.	The cost is 10.00 per section (reading, writing, math), and you pay only for the section(s) you need to take. The cost of retesting is the same.
Step Five	Meet with an advisor (see Advisor table below)	Enroll for classes with an advisor. Dual-credit students will work with the high-school counselor and the FPC advisor to ensure that students are enrolled in the correct courses and sections. Depending on your location, your FPC advisor with either enroll you at your high-school campus or at an FPC campus.	
Step Six	Pay for classes	Log into the Student Portal and check the billing statement under “My Ledger.”	To <b>pay online</b> , select “Credit Card.”
			Choose <b>payment plan</b> by selecting “Credit Card” then “Click on Link to Start FACTS.” A tutorial is available if needed, or student can follow directions on the page.
			<p><b>Pay by mail</b> with check or money order to:</p> <p>Frank Phillips College Business Office P.O. Box 5118 Borger, Texas 79008</p>

			<b>Pay in person</b> at Borger, Dalhart, or Perryton FPC locations.
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## International Students

<b>Step One</b>	<b>English Language Assessment</b>	Have an official TOEFL or IELTS score sent directly to our school. Minimum total score for TOEFL is 70. Minimum overall band score for IELTS is 6.0.	
<b>Step Two 2 – A.</b>	<b>Apply for International Student Admission</b>	<a href="#">International Student Application for Admission</a>	
<b>2 – B.</b>	<b>Apply for Admission</b>	<a href="http://www.applytexas.org">www.applytexas.org</a>	
<b>Step Three</b>	<b>Gather appropriate transcripts</b>	Students enrolling in college for the first time since high-school graduation need to provide an official high-school transcript with the graduation date.  <b>Transcripts must be translated into English.</b>	Students transferring from another institution of higher education need to provide official transcripts from ALL colleges attended regardless of credits earned.  <b>Transcripts must be translated into English.</b>
<b>Step Four</b>	<b>Fill out the <a href="#">Statement of Financial Support</a>. The affidavit must be verified with a bank seal or submitted with an official bank statement.</b>	<a href="#">Statement of Financial Support Form</a>  <a href="#">Example of International Bank Letter</a>	
<b>Step Five</b>  <b>Deadlines:</b> <b>Fall – June 1</b>  <b>Spring - October 1</b>	<b>Submit documents together</b>  Mail your admissions documents to: Frank Phillips College, Student Services, P O Box 5118., Borger, Texas 79008. Your admissions packet should include all of the following:	International students are required to live in campus housing. There are three residence halls; Stephens Hall (men), Goins (women) and Tyler St. (coed). All students living on campus must purchase a meal ticket. Stephens and Goins close during the Thanksgiving holiday, during the recess between semesters, during spring break, and during the summer. Tyler St. does not. Students are responsible for arranging their own accommodation during the	<b>In order to be considered for admission, students must submit:</b> <ul style="list-style-type: none"> <li>• A general application completed at <a href="http://www.applytexas.org">www.applytexas.org</a></li> <li>• Frank Phillips College International Application for Admission.</li> <li>• Post a \$10,060.00 bond prior to registration for your first year of study &amp; an additional \$10,060.00 one month prior to the beginning of the second year of study.</li> <li>• Copy (ies) of passport information (name, passport number, address, etc.)</li> <li>• Official high school or college/university transcripts (s). Transcripts must be translated into English.</li> </ul>

<p><b>Summer – March 1</b></p>	<ul style="list-style-type: none"> <li>• <a href="#">FPC Application for International Students</a></li> <li>• <a href="#">Statement of Financial Support</a></li> <li>• <a href="#">International Bank Letter</a></li> </ul> <p><b>Make sure you have taken all of the steps listed in the column on the right.</b></p>	<p>closed period. A housing form must be completed plus a \$150 housing deposit must be submitted with all the required forms.</p>	<ul style="list-style-type: none"> <li>• Official score report showing English Language Proficiency on either the TOEFL or the IELTS. The minimum total score on TOEFL is 70. The minimum overall band score on IELTS is 6.0.</li> <li>• A physician’s statement showing proof of immunization record. As of 01/01/2012 all students attending a Texas college or university must have proof of Bacterial Meningitis vaccination prior to enrolling in classes at Frank Phillips College.</li> <li>• Financial statement showing proof of funds to cover \$9,400.00 per calendar year to cover educational and living expenses. International Students are not eligible for any financial aid through Frank Phillips College Student Financial Services Office. Students will post a bond of \$9,400.00 one month prior to attending Frank Phillips College. A second bond will be required for the second year of study at FPC. If you are on athletic scholarship and your coach is covering your expenses for tuition, fees, housing, and meals, you will not be required to post the \$9,400.00 bond. However, we will require proof of financial support indicating the ability to pay for books, non-educational expenses and airfare home.</li> <li>• Student housing form should be filled out and submitted online with deposit. All students are required to pay the deposit for their dorm room.</li> <li>• Proof of medical insurance prior to admission. Verification of medical insurance is required for each semester of enrollment.</li> </ul>
<p><b>Step Six</b></p>	<p><b>Notification and visa</b> You will be notified by mail whether you have been accepted to FPC. Once accepted, you will need to obtain an F-1 or M-1 visa and plan your travel to the United States. Your acceptance letter will include</p>	<p>Once you are admitted to Frank Phillips College, the Director of Counseling, Testing, and Career Services will send you a Certificate of Eligibility (Form I-20). This document, together with the certificate or letter of admission, the financial guarantee, and your passport, is used to obtain an F-1 or M-1 visa at a U.S. consulate nearest to you. These documents must also be shown when you enter the United States.</p>	

	additional information and assessment requirements.		
<b>Step Seven</b>		Once you arrive you will need to visit FPC's Counseling Office to submit the following: <ul style="list-style-type: none"> <li>• A current passport</li> <li>• I-94 card</li> </ul>	
<b>Step Eight</b>	<b>TSI Assessment as Required</b>	You may meet with an advisor (see Advisor table below) who can help you prepare for the TSI Assessment if you need to take it.	The cost is 10.00 per section (reading, writing, math), and you pay only for the section(s) you need to take. The cost of retesting is the same.
<b>Step Nine</b>	<b>Meet with an advisor</b> (see Advisor table below)	Enroll for classes with an advisor. Dual-credit students will work with the high-school counselor and the FPC advisor to ensure that students are enrolled in the correct courses and sections. Depending on your location, your FPC advisor with either enroll you at your high-school campus or at an FPC campus.	
<b>Step Ten</b>	<b>Pay for classes</b>	Log into the Student Portal and check the billing statement under "My Ledger."	To <b>pay online</b> , select "Credit Card."
			Choose <b>payment plan</b> by selecting "Credit Card" then "Click on Link to Start FACTS." A tutorial is available if needed, or student can follow directions on the page.
			<b>Pay by mail</b> with check or money order to:  Frank Phillips College Business Office P.O. Box 5118 Borger, Texas 79008
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## Student Enrolling for the First Time Advisor List

Site	Location	Advisor	Email Address	Telephone Number
<b>Borger</b>	Student Central, FPC Library	Krista Wilson Judy Brown	<a href="mailto:kwilson@fpctx.edu">kwilson@fpctx.edu</a> <a href="mailto:jbrown@fpctx.edu">jbrown@fpctx.edu</a>	(806) 457-4200 X 742 (806) 457-4200 X 844
<b>Borger Dual-Credit</b>	Borger High School	Michele Stevens	<a href="mailto:mstevens@fpctx.edu">mstevens@fpctx.edu</a>	(806) 457-4200 X 707
<b>Dalhart</b>	Dalhart Center	Ilene Walton	<a href="mailto:iwalton@fpctx.edu">iwalton@fpctx.edu</a>	(806) 244-7669
<b>Dumas</b>	Dumas Cosmetology Center	Jodie Gandy	<a href="mailto:jgandy@fpctx.edu">jgandy@fpctx.edu</a>	(806) 394-9494
<b>Hereford</b>	Hereford Cosmetology Center	Yvette Del Carpio Hill	<a href="mailto:yhill@fpctx.edu">yhill@fpctx.edu</a>	(806) 360-3688
<b>Perryton</b>	Perryton Allen Campus	Dr. Lew Hunnicutt Cassi Laxton	<a href="mailto:lhunnicutt@fpctx.edu">lhunnicutt@fpctx.edu</a> <a href="mailto:claxton@fpctx.edu">claxton@fpctx.edu</a>	(806) 648-1450 X 608 (806) 648-1450 X 168
<b>Perryton Dual-Credit</b>	Perryton High School	Dr. Lew Hunnicutt Cassi Laxton	<a href="mailto:lhunnicutt@fpctx.edu">lhunnicutt@fpctx.edu</a> <a href="mailto:claxton@fpctx.edu">claxton@fpctx.edu</a>	(806) 648-1450 X 608 (806) 648-1450 X 168
<b>Dual-Credit</b>	All locations <b>except Borger and Perryton</b> at the high-school campus	Jimmie McCarthy	<a href="mailto:jmccarthy@fpctx.edu">jmccarthy@fpctx.edu</a>	(806) 457-4200 X 775
<b>International Students</b>	FPC Counselor	Dr. Deborah Johnson	<a href="mailto:djohnson@fpctx.edu">djohnson@fpctx.edu</a>	(806) 457-4200 X 751

## Acceptable Residency Documentation

Acceptable documentation to support domicile and residency for the 12 months prior to the census date of the term in which the person enrolls, includes but is not limited to :

List A*	List B*	List C
<b>Documentation which can support Establishment of a Domicile and Maintenance of Residence in Texas.</b>	<b>Documentation which (if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least one type of document listed in List C), can support Establishment of a Domicile and Maintenance of Residence in Texas.</b>	<b>Documentation which (if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least one type of document listed in List C), can support Establishment of a Domicile and Maintenance of Residence in Texas.</b>
1. An employer's statement of dates of employment (beginning and current dates) that encompass at least 12 months. Documents that show the person is self-employed, employed as a homemaker, or is living off	1. Title to real property in Texas 2. Marriage certificate with documentation to support that spouse is a domiciliary of Texas.	1. Utility bill for the 12 months preceding the census date; 2. A Texas high school transcript; 3. A Texas driver's license or Texas ID card with an expirations date of not more than four years;

<p>his/her earnings, or through public assistance.</p> <p>*Provide evidence from list A <b>OR</b> B <b>AND</b> List C</p>	<ol style="list-style-type: none"><li>3. Ownership of business in Texas that reflects the ownership interest of the person or dependent's parent.</li><li>4. State or local licenses to conduct a business or practice a profession in this state.</li></ol>	<ol style="list-style-type: none"><li>4. Texas voter registration card that has not expired;</li><li>5. Pay stubs for the 12 months preceding the census date;</li><li>6. Bank statements reflecting a Texas address for the 12 months preceding the census date;</li><li>7. A lease or rental of real property agreement, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date</li></ol>
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